Begin the process at the bgsu.edu home page.

*Note:* Please use Internet Explorer

- Click MyBGSU

- Enter **USERNAME** and **PASSWORD**
  
  *Note:* These will be your BGSU network credentials.

- Click Login

- Complete the **Two Step Authentication Process**
Under the Benefits Information section,
- Click Benefits Summary

The Benefits Summary opens in a new tab.
If you want to see the Benefits Summary for a different time period:

- Click on the calendar icon
- Use the drop downs to select a different month and year
- Click on Refresh

Some of the Benefits have additional details and options.

- Click anywhere on the line for additional information.

The details open in the same Internet tab.

- Some of the detailed summaries have additional hyperlinks to additional information.
- Click the Find a Health Care Provider link
The Medical Mutual Website opens in a new Internet Tab.

- You can login and access your information or
- Just look around in the website and search for a new doctor.
- When finished, simply click the X on the tab to close.

When finished reviewing details, use the Internet browser back button to return to the Benefits Summary.

When finished viewing the Benefits Summary, simply click the X on the tab to close.